

# **Bulkmanager**

## **User manual**



<b>1</b>	<b>INTRODUCTION .....</b>	<b>3</b>
<b>2</b>	<b>INSTALLATION.....</b>	<b>4</b>
<b>3</b>	<b>USING BULK MANAGER .....</b>	<b>5</b>
3.1	Query data .....	5
3.2	Select criteria options .....	6
3.3	Overview .....	6
3.4	Execute bulk action .....	7
3.5	Save search criteria .....	7
3.5.1	Save options .....	8
3.5.2	Saved definitions in the tree .....	8
<b>4</b>	<b>MANUAL INSTALLATION/CONFIGURATION .....</b>	<b>9</b>
4.1	Manual installation of files .....	9
<b>5</b>	<b>TROUBLESHOOTING .....</b>	<b>10</b>
5.1	I don't see the Bulkmanager package in my developer section .....	10
5.2	I can only manage content. ....	10
5.3	I get an Invalid License exception. ....	10
5.4	How can I select more query fields? .....	10
5.5	I can't see the developer section. ....	10

# 1 Introduction

Bulkmanager helps you search content, media and members in Umbraco on various criteria and allows you to use bulk operations on selected items. The following bulk operations are supported by default:

- Delete
- Publish (content only)
- Unpublish (content only)

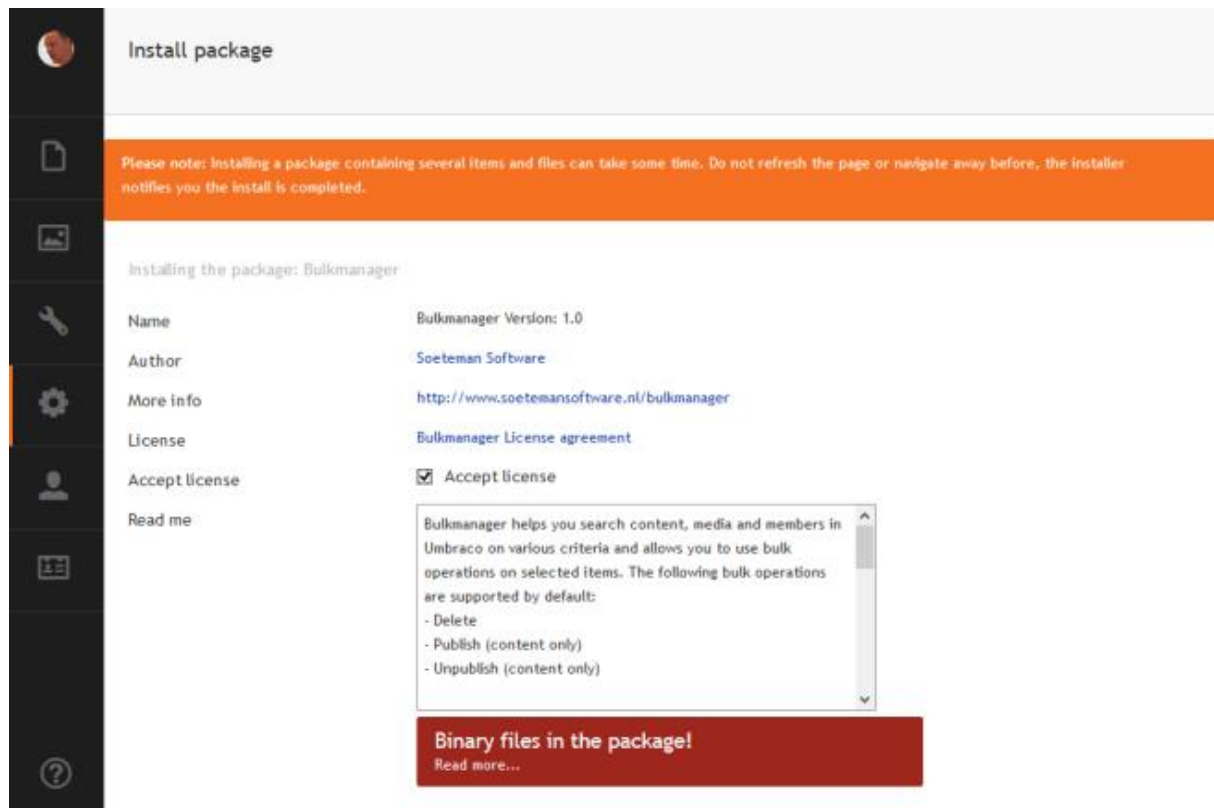
If you have a license you can use a lot more bulk operations, such as:

- Search media and members
- Move Documents and media
- Delete Media and members
- Assign member groups
- Bulk Lock/Unlock/approve members

**Bulkmanager is compatible with Umbraco version 4.7 and up. Bulkmanager is compatible with SQL Server (Express) only.**

## 2 Installation

Install the Bulkmanager package using the Umbraco package installer.



**Make sure that the installer has modify rights on the following folders:**

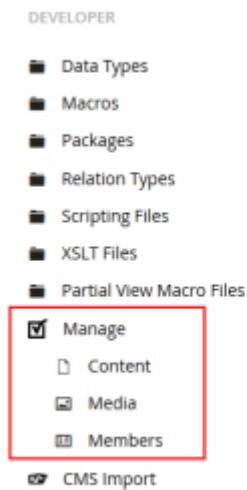
- /bin
- /app\_plugins

If for some reason you can't give the installer these rights, you can install the package manually. Read the chapter manual configuration how to do this.

Once the package is installed you have an extra folder in your developer section called Bulk manager. You might need a page refresh to see this folder.

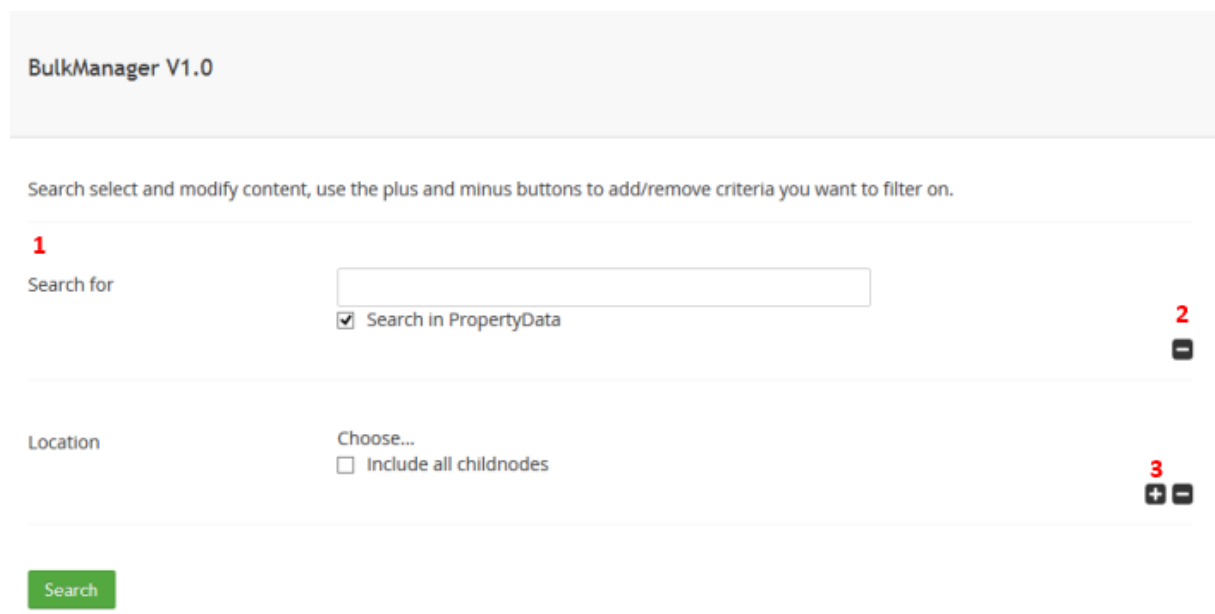
## 3 Using bulk manager

In the developer section you see the new “Manage” tree open this tree and you will see the following items<sup>1</sup>. Click on the item you want to manage



### 3.1 Query data

Querying data is really simple select the fields you want to query on and fill in the criteria options.

The image shows the 'BulkManager V1.0' search interface. At the top, it says 'BulkManager V1.0'. Below that is a search bar with the text 'Search select and modify content, use the plus and minus buttons to add/remove criteria you want to filter on.' Below the search bar is a red number '1' next to the text 'Search for'. To the right of 'Search for' is a text input field. Below the input field is a checkbox labeled 'Search in PropertyData'. To the right of the checkbox is a red number '2' next to a minus button. Below the minus button is a 'Location' dropdown menu with the text 'Choose...'. To the right of the dropdown is a checkbox labeled 'Include all childnodes'. To the right of the checkbox is a red number '3' next to a plus button and a minus button. At the bottom left is a green 'Search' button.

1. Current filter criteria you want to use to query the data.
2. Click on the minus sign to remove criteria
3. Click the plus sign to select extra filter criteria

<sup>1</sup> When you don't have a license you will only see the content item

### 3.2 Select criteria options

When you click the plus sign you can add extra criteria you want to use to filter the data

Select all the criteria you want to filter on.

Select or Cancel

### 3.3 Overview

When you select “Search” the following overview will be shown

1				3 Actions ▾
<input checked="" type="checkbox"/>	Name ▾ 2	Published	Document	
<input checked="" type="checkbox"/>	About	False	Text Page	Publish
<input checked="" type="checkbox"/>	Getting Started	False	Text Page	Unpublish
<input checked="" type="checkbox"/>	Go Further	False	Text Page	Move
<input checked="" type="checkbox"/>	Installing Modules	False	Text Page	Delete
Display records 1 - 4 of 4    100 records per page				

1. Select/Deselect all items.
2. You can sort every column. Just click on the name of the column. When you click twice the column will be sorted in descending order
3. When you have selected all the items you want to apply the bulk action on you can select the action from the actions menu.

### 3.4 Execute bulk action

When you have selected the action a dialog will appear where you need to confirm the bulk action.

Are you sure you want to publish the selected items?



When you have confirmed the bulk action it will execute. Cancel the bulk action will close the dialog.

### 3.5 Save search criteria

When you need to repeat bulk tasks with the same criteria (for example bulk publish all unpublished pages) several times, you can use the save option to save the search criteria in its current state to the database. Just press the save button on the Bulkmanager page.

BulkManager V1.2

Save

Search select and modify content, use the plus and minus buttons to add/remove criteria you want to filter on.

Publish state

Unpublished

+

Search

### 3.5.1 Save options

BulkManager V1.2

Save

Cancel

45

Save search criteria into the database, so you can use them directly the next time you need to query the same data.

Save as 1

Unpublished data

Immediately show data 2

☒

When enabled data will be shown directly when the user opens this search form

Only for me 3





☐

When enabled this search form will only be visible for me in the tree.

1. Name as shown in the tree
2. When selected the data will be shown immediately when opening the saved item without the user having to use the search button.
3. When checked the saved item is only visible for the person who saved the definition.
4. Saves the options to the database
5. Cancels the operation and returns to the Bulkmanager page.

### 3.5.2 Saved definitions in the tree

After save you will see the saved criteria in the menu tree.

- ☒ Manage
  -  Content
    -  Unpublished data
  -  Media
  -  Members



## 4 Manual Installation/Configuration

If you renamed the Umbraco folder or for some reason can't give the installer sufficient rights to create tables in the database, or the sufficient rights to modify the following folders /bin, /app\_plugins you need to install Bulkmanager manually.

### 4.1 Manual installation of files

- Open the folder in the zip file.
- Copy all **.dll** files to the /bin/ folder.
- Create the following folders
  - o /app\_plugins/BulkManager
  - o /app\_plugins/BulkManager/css
  - o /app\_plugins/BulkManager/images
  - o /app\_plugins/BulkManager/js
  - o /app\_plugins/BulkManager/pages
- Copy all **\*.css** files to the /app\_plugins/BulkManager/css folder
- Copy all **\*.png** files to the /app\_plugins/BulkManager/images folder
- Copy all **\*.svg** files to the /app\_plugins/BulkManager/images folder
- Copy all **\*.js** files to the /app\_plugins/BulkManager/js folder
- Copy all **\*.aspx** files to the /app\_plugins/BulkManager/pages folder
- Run the script below to create the database table
 

```
CREATE TABLE [dbo].[BulkmanagerState] (
  [Id] [int] IDENTITY(1,1) NOT NULL,
  [StateId] [uniqueidentifier] NOT NULL,
  [Name] [nvarchar](150) NOT NULL,
  [ProviderId] [nvarchar](50) NOT NULL,
  [BindOnLoad] [bit] NOT NULL,
  [UserId] [int] NOT NULL,
  [state] [nvarchar](max) NOT NULL,
  CONSTRAINT [PK_BulkmanagerState] PRIMARY KEY CLUSTERED
(
  [Id] ASC
) WITH (PAD_INDEX = OFF, STATISTICS_NORECOMPUTE = OFF, IGNORE_DUP_KEY = OFF,
ALLOW_ROW_LOCKS = ON, ALLOW_PAGE_LOCKS = ON)
)
```
- Add the following snippet to the /config/trees.config file.
 

```
<add initialize="true" sortOrder="9" alias="bulkmanagerTree" application="developer"
title="BulkManager" iconClosed="folder.gif" iconOpen="folder_o.gif"
type="BulkManager.Core.Umbraco.Trees.BulkManagerTree,BulkManager.Core" />
```
- Add the following snippet to the /umbraco/config/UI.xml file.
 

```
<nodeType alias="bulkmanagerTree">
  <header>Bulk manager</header>
  <tasks>
    <delete assembly="BulkManager.Core" type="Umbraco.Tasks.DeleteTask" />
  </tasks>
</nodeType>
```

**If you purchase a license (.Lic) file. Put that in the Bin folder of your Umbraco install!**

## 5 Troubleshooting

### 5.1 I don't see the Bulkmanager package in my developer section

Make sure you have sufficient rights to install the package. See chapter 2, otherwise perform a manual installation see chapter 5.

### 5.2 I can only manage content.

In case you want to use Bulkmanager for other items than content make sure you have a license.

### 5.3 I get an Invalid License exception.

Make sure you've bought the correct license for the (sub)domain, or an unlimited license and added the license file to the bin folder. Contact [support@soetemansoftware.nl](mailto:support@soetemansoftware.nl) for help.

### 5.4 How can I select more query fields?

Use the + sign for more filter options.

### 5.5 I can't see the developer section.

Make sure you have enough rights to view the developer section in Umbraco. Contact your system administrator.